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OFFICE OF THE COMPTROLLER
CITY OF ST. LOUIS



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Comptroller

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September 8, 2006

Kevin Stillman, Business Manager – School of Public Health
St. Louis University – The Salus Center
3545 Lafayette, Suite 312
St. Louis, MO 63104


RE: Fiscal Monitoring Report of St. Louis University (Project #2006-DHH6)

Dear Mr. Stillman:

Enclosed is a report of our fiscal monitoring review of St. Louis University Project ARK (Contract #HD-04-51) for the period March 1, 2004 through February 28, 2005. The scope of a fiscal monitoring review is substantially less than an audit, and as such, we do not express an opinion on the financial operations of St. Louis University Project ARK. Our fieldwork was substantially completed on July 19, 2006.

This review was made under authorization contained in Section 2, Article XV of the Charter, City of St. Louis, as revised and through an agreement with the Department of Health and Hospitals (DOHH) to provide fiscal monitoring to all grant subrecipients. If you have any questions, please contact Dwayne Crandall at 613-7257.

Sincerely,


Sedrick D. Blake, CPA
Internal Audit Executive

Enclosure

cc: Honorable Darlene Green, Comptroller
William Kincaid, Director, City of St. Louis Department of Health
Charles Hickey, Fiscal Manager, City of St. Louis Department of Health



CITY OF ST. LOUIS

DEPARTMENT OF HEALTH AND HOSPITALS (DHH)

*ST. LOUIS UNIVERSITY
RYAN WHITE TITLE 1
CONTRACT #HD-04-59*

FISCAL MONITORING REVIEW

MARCH 1, 2004 THROUGH FEBRUARY 28, 2005

PROJECT #2006-DHH6

DATE ISSUED: SEPTEMBER 8, 2006

*Prepared by:
The Internal Audit Section*



OFFICE OF THE COMPTROLLER

Honorable Darlene Green, Comptroller

**CITY OF ST. LOUIS
DEPARTMENT OF HEALTH AND HOSPITALS
RYAN WHITE TITLE I
ST. LOUIS UNIVERSITY
CONTRACT #HD-04-51
FISCAL MONITORING REVIEW
MARCH 1, 2004 THROUGH FEBRUARY 28, 2005**

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**CITY OF ST. LOUIS
DEPARTMENT OF HEALTH AND HOSPITALS
RYAN WHITE TITLE I
ST. LOUIS UNIVERSITY
CONTRACT #HD-04-51
FISCAL MONITORING REVIEW
MARCH 1, 2004 THROUGH FEBRUARY 28, 2005**

INTRODUCTION

Background

Contract Name: St. Louis University Project ARK

Contract Number: HD-04-51

Contract Period: March 1, 2004 through February 28, 2005

Contract Amount: \$192,771

The Ryan White Title I contract provided funds from the Health Resources Services Administration (HRSA) through the Department of Health and Hospitals. This contract provided funds to the Agency to house and oversee the operation of the Metro St. Louis Health Services Planning Council Management office. The Council conducts mandated activities including needs assessment, comprehensive plan development, prioritization of services, and service category allocation based on priorities and fund availability.

Purpose

Our purpose was to determine St. Louis University's compliance with federal, state and local Department of Health and Hospitals (DOHH) requirements for the period March 1, 2004 through February 28, 2005 and make recommendations for improvements.

Scope and Methodology

We made inquiries regarding St. Louis University's internal controls relating to the grants administered by the Department of Health and Hospitals (DOHH), tested evidence supporting the reports the Agency submitted to DOHH and performed other procedures considered necessary. Our fieldwork was substantially completed on July 19, 2006.

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CONCLUSION AND SUMMARY OF OBSERVATIONS

Conclusion

St. Louis University did not fully comply with federal, state and local DOHH requirements.

Status of Prior Observations

The Agency's most recent fiscal monitoring report dated March 16, 2004 identified no observations.

A-133 Status

St. Louis University's A-133 audit report for the fiscal year ended June 30, 2005, was dated February 10, 2006 was reviewed. The report expressed an unqualified opinion on the financial statements and the federal awards. There were six findings required to be reported by OMB Circular A-133, no questioned costs, or no instances of noncompliance considered material to the financial statements or federal awards. None of the findings pertained to the City of St. Louis DOHH pass-through grants. The corrective action plans were in the report. The Agency was not considered to be a low-risk auditee. The Internal Audit Section did review the audit report on June 19, 2006 and recommended that the report be accepted and that no further action was required.

Summary of Current Observations

We made a recommendation for the following observation, which if implemented, could assist St. Louis University in complying with federal, state and local DOHH requirements:

- Monthly financial reports were not submitted in a timely manner.

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**DETAILED OBSERVATIONS, RECOMMENDATIONS, AND
MANAGEMENT'S RESPONSES**

Monthly Financial Reports were not Submitted in a Timely Manner

DHH regulations require the Agency to submit its monthly financial reports by the 20th day of the month following the report period end. The Agency submitted eight out of nine reports late for contract #HD-04-51 by an average of 29 days. Late submission of monthly reports may cause a delay or suspension in the processing of reimbursement requests.

Recommendation

We recommend the Agency comply with DHH regulations and submit its monthly financial reports by the 20th day of the month following the report period end.

Management's Response

Saint Louis University agrees with the observation and related recommendation. Sponsored Programs has recently added two grant accountants to its staff. The University will stress the importance of timely reporting with its departments and staff. Saint Louis University would like to request an extension for submitting June invoices due to year-end closing (e.g. July 31).

Auditor's Response

Any requests should be made to the Department of Health.